

# VITAL INFORMATION PLATFORM (VIP) TIP SHEET

## USER MAINTENANCE-LIBRARY MAINTENANCE


### USER MAINTENANCE

1. Login to VIP. See **USER LOGIN** Tip Sheet.
2. Click the <Tools> <Security> <User Maintenance> menu item for User Maintenance form access. There are three (3) Required Fields 1) **UserID**, 2) **Last Name**, and 3) **Password**.
3. Enter a **UserID**, **Last Name**, **Password**, plus any other applicable **fields** for your facility.
4. Click the [**Save**] button. A “User Maintenance – Duplicate user(s) found.” message may display.
5. Click the [**OK**] button from the aforementioned “User Maintenance” message. A “DUPLICATE USER FOUND” window displays.
6. Click the [**Continue New User Creation**] button. A “User Maintenance – You will be re-directed to location maintenance. Please assign locations and save to complete the process.” message displays.
7. Click the [**OK**] button from the aforementioned “User Maintenance” message window.
8. Click the ‘**Location Type:**’ drop-down.
9. Click “**Birth Facility**”.
10. Press <Tab> to access the next field.
11. Enter the ‘**first name of your facility**’.
12. Click the ‘**Search**’ icon (magnifying glass). The ‘Available Locations:’ pane displays all matches.
13. Highlight ‘**your facility name**’.
14. Click the ‘**right green arrow**’. A “Location Maintenance – Locations added successfully to the list. Please click save to commit the changes.” message displays.
15. Click the [**OK**] button.
16. Click the ‘**Save**’ icon (disk). A “Locations Maintenance – Locations for the user saved successfully.” message displays.
17. Click the [**OK**] button from the aforementioned “Locations Maintenance” message.
18. Click the <Record> <Add/Edit Processes> menu item.
19. Enter an ‘**Agency**’ name.
20. Enter a ‘**Department**’ name.
21. Enter a ‘**Method of Contact**’ (Email is preferred).
22. Enter an ‘**E-mail Address**’.
- 📌 NOTE: The ‘Special Permission’ field should have the “User” radio button selected.
23. Highlight the appropriate Group(s) beneath the ‘Groups and Processes heading. (e.g. BIRTH CLERK or FETAL DEATH CLERK)
24. Click the ‘**right green arrow**’ to add.
25. Click the ‘**Save**’ icon (disk). A “Process Maintenance – Changes saved successfully.” message displays.
26. Click the [**OK**] button from the aforementioned “Process Maintenance” message.
27. Click the <Record> <Return To User Maintenance> menu item.

**This completes the USER MAINTENANCE process.**


## VITAL INFORMATION PLATFORM (VIP) TIP SHEET USER MAINTENANCE-LIBRARY MAINTENANCE, continued

### LOCATION MAINTENANCE/ADDITION

1. Login to VIP. See **USER LOGIN** Tip Sheet.
  2. Click the <Tools> <Security> <User Maintenance> menu item for User Maintenance form access. There are three (3) Required Fields 1) **UserID**, 2) **Last Name**, and 3) **Password**.
  3. Enter a **UserID**, **Last Name**, **Password**, plus any other applicable **fields** for your facility.
  4. Click the **[Save]** button. A “User Maintenance – Duplicate user(s) found.” message displays.
  5. Click the **[OK]** button from the aforementioned “User Maintenance” message. A “DUPLICATE USER FOUND” window displays.
  6. Click the **'radio'** button to the left of the already existing User Account.
  7. Click the **[Select]** button. A “User Maintenance – You will be re-directed to location maintenance. Please assign locations and save to complete the process.” message displays.
  8. Click the **[OK]** button from the aforementioned “User Maintenance” message window.
-  **NOTE:** The user displays with their existing/previously ‘Assigned Locations:’ displayed.
9. Repeat **Steps 8-27** from the USER MAINTENANCE process.

**This completes the LOCATION MAINTENANCE/ADDITION process.**

### LIBRARY MAINTENANCE (ATTENDANT/CERTIFIER)

1. Login to VIP. See **USER LOGIN** Tip Sheet.
  2. Click the **'BIRTH'** tab from the NJ VIP Main Page.
  3. Click the <Tools> <Library Maintenance> <Attendant/Certifier> menu item to access the Attendant/Certifier Maintenance form.
-  **NOTE:** The <Tab> key will navigate you through the Attendant/Certifier form.
4. <Tab> from the ‘Facility Name:’ field. Your Facility Name will auto-populate.
  5. Click the **'Role:' dropdown**.
  6. Click **“ATTENDANT ONLY”** or **“CERTIFIER ONLY”** or **“BOTH ATTENDANT AND CERTIFIER”** as applicable.
  7. Complete the remaining **“Required” fields** that are denoted by an asterisk.
  8. Enter the **Method of Contact**. (EMAIL preferred) The ‘Display in List’ should default to **“ALWAYS”**, which will always display this Certifier/Attendant in the Certifier tab dropdown.
  9. Click the **'User:' dropdown**.
  10. Click the **Username** from the list.
  11. Click the **[Save]** button. An “Attendant – Record Saved Successfully” message displays.
  12. Click the **[OK]** button from the aforementioned “Attendant” message.

**This completes the LIBRARY MAINTENANCE (ATTENDANT/CERTIFIER) process.**